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26 November 1952

Chief, EE

Chief of Base

Administrative

Administrative Planning

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1. The purpose of this memorandum is to allay any misapprehensions that you may have regarding current [] administrative planning vis-a-vis requirements for personnel, finances, and certain items of material support such as vehicles.

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2. It is impossible under the present unsettled circumstances that exist in Germany, to keep Washington up-to-date on all the many factors that influence our administrative planning. [] reports that you feel that our current estimates, particularly in personnel and vehicle requirements are unrealistic. As you know then, this may be the case; however, we find ourselves readjusting our estimates from week to week and have not felt that it is worthwhile to keep you abreast in detail of our thinking on these matters.

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4. Regarding vehicle requirements, I am fully prepared to defend the 14 sedan requirement in terms of the situation which existed at the time the recommendation was made. It has not basically changed today, but forces at work here seem to indicate that a probable reduction in the base during the next six to nine months would permit the reduction in this figure. Also, it would seem to make sense that this requirement be filled by the transfer of vehicles from elsewhere in the German Mission where a reduction in personnel and mission would make a number of vehicles available. However, as [] has advised you,

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at the time our request for vehicles was submitted the appropriate officers of [] indicated their inability to fill our requirements from available Mission stocks. Our request today still stands in terms of funds to cover the purchase in Germany of 14 sedans. Should we not have an actual need for these vehicle, we will not, I assure you, make the purchase.

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5. Finally, I hope that you will agree with our view that this does not make sense for us to indulge in extensive piecemeal reporting of administrative developments. We will give you periodic comprehensive reports on all aspects of our administrative problems in sufficient detail to justify our requests for support. More than this we are not staff-wise equipped to do.

6. I hope that the above provides a basis for a better understanding of the current status of [] administrative planning.

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